

A Word From the Bench

"Despite its unexciting, institutional acronym, CM/ECF is an initiative that will change the way the bench and the bar conducts its daily business. Imagine being able "to make a federal case out of it" without leaving your keyboard! The efficiencies and ease we will all ultimately experience by being able to file and retrieve court documents on line will be well worth our effort in learning and adapting to this change. The courts that have gone before us down this path are united in urging us to take the plunge."

*Ann D. Montgomery
U.S. District Court Judge*

United States District Court District of Minnesota

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
612-664-5000

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
651-848-1100

417 Federal Building
515 West First Street
Duluth, MN 55802
218-529-3500



Electronic Case Filing

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**



What is CM/ECF?

CM/ECF stands for Case Manage-



ment/Electronic Case Files. CM/ECF is a user-friendly, Internet-based document filing system, which offers many benefits

to the public, attorneys, and the court. By using this system, entries are immediately placed on the docket sheet. You can view docket entries and the pleadings right from your PC without leaving your office!

How Can Attorneys Prepare for CM/ECF?

- Visit our CM/ECF website at: www.mnd.uscourts.gov/cmecf/index.htm
- Review the "Equipment Needs" section of this brochure and ensure that you meet the minimum requirements;
- Ensure that you have an active PACER (Public Access to Court Electronic Records) login and password. Register online at <http://pacer.psc.uscourts.gov/register.html>.

What Does CM/ECF Offer?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically for viewing. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic e-mail notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents
- Potential reduction in courier fees



What Do I Need to Use CM/ECF?

- A personal computer running a standard platform such as Windows or Macintosh.
- Word processing software
- Internet access and a browser. The system has been certified with Netscape and Internet Explorer.
- Software to convert documents into PDF
- Scanning equipment may be useful

When can I start Using CM/ECF?

**Visit our website at
www.mnd.uscourts.gov
for information on the project
schedule.**